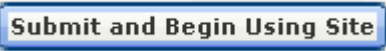# Locating & Registering for an Activity in PD Planner

Audience: Professional development participants

PD Planner is an online professional development system that individuals use to register for professional development offerings. This Activity Sheet helps you to do the following:

- Search & register for an activity
- Register for an activity
- Complete the evaluation form
- Print a certificate

To log in:

1. Open your browser. Go to the URL http://dcps.schoolnet.com. Remember, no www!

2. Single-click the **Log In** link on the upper right portion of the screen.

3. You will only see the password screen once:
   - Type in your password* twice following the on screen guidelines, using the <TAB> key or mouse to navigate to the second password field (do not use <ENTER>)
   - Verify your email address (leave this as your district email)
   - Do not make any other changes

4. Click **Submit and Begin Using Site** .

5. The first time you log in you will be asked to read and accept the **Acceptable Use Policy**. Click **I Agree** . At any time you can review this policy by clicking the link in the site footer.

6. If at any time you want to change your password, click **My Settings** on the top right of the screen and go to the **Change Password** tab.

SEARCH AND REGISTER FOR AN ACTIVITY

Use the activity filter to search for specific activities.

To search for an activity:

1. Click the **PD Planner** tab.

2. Click **Activity Catalog**.

3. Filter as desired and click **Search**. You do not need to filter on all fields!
   - Either use the filters provided or click View Entire Activity Catalog to browse the offerings
   - Note that Show only open sections will omit full activities that you could be waitlisted for
   - Leave the My Institutions option selected

4. Click the ![Calendar View] **Calendar View** and then close the window.

5. Click the title of a **section** to access the Section Details page.
   - The activity link goes to a description of the **activity**.
   - The section links to scheduling details for this specific **section**. Use this link to access the **Register** button.

6. In the PD Section Detail page, scroll down to the bottom of the page and click **Register.**
   - If there are no open spaces, click the **Add me to Waitlist** button instead. You will also receive an email confirmation when you are added to a waitlist.
   - For certain activities, you may have to complete an "activity request" to attend the activity. If pre-registration is required, you will be prompted to fill out the request form.
   - You will receive a confirmation screen.

CANCEL A REGISTRATION

If you will not be able to attend an activity, cancel your registration to allow others to register.

To cancel:
1. In the navigation bar at the top of the screen, go to **PD Profile** > **My PD Profile**.

2. Click the **Activities** tab to see your activity registrations.

3. Click the Activity Name.

4. At the bottom of the Section Details page, click [**Cancel My Registration**] .

COMPLETE THE EVALUATION FORM

Some activities may require you to fill out an evaluation form.

To fill out the form:
1. Click the **PD Planner** tab.

2. In the Forms to be completed selection, click the evaluation form.
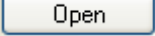
3. Fill out the form and click [**Submit**] .

PRINT A CERTIFICATE OF COMPLETION

Once final credit has been granted you can print a certificate of completion.

To print the certificate:
1. In the navigation bar, go to **PD Profile** > **My PD Profile**.

2. Click the **Activities** tab.

3. Completed activities will have a link....Click **View Certificate**.

ACTIVITY NAME	ACTIVITY TYPE	HOURS	RECERT POINTS	SEMESTER CREDITS	PARTICIPATION	ACTIVITY REQUEST	START/END DATES	
Basic Framework For Science Teachers	Demonstration	4.00	0.00	0.00	Completed		3/3/2008 - 3/3/2008	View Certificate

4. In the Acrobat window, click [**Open**] . Print from within Acrobat.